From: Wood, David Importance: Normal

Subject: FMO Call FMO Call Dial-In Number(s): Nonresponsive Conference Code

Nonresponsive Conference Code

Start Date/Time: Mon 8/24/2015 5:00:00 PM Mon 8/24/2015 5:30:00 PM

FMO Call

Monday, August 24, 2015

Dial-In Number(s): (866) 299-3188 Conference Code: 4159723744

Agenda

1. Gold King Mine Update

2. Annual Assurance Letter Sensitive Payments Executive Approval specifically for Division Deputies

http://intranet.epa.gov/ocfo/finservices/pdfs/ofm_memo_to_sros_implementing_internal_controls.pdf

3. Transit Audit Update

4. A travel question on the use of VRBO or Air BNB

"We think these service fall more into the non-conventional lodging area of the FTR. Please see the section below.

(4) Nonconventional lodging. You may be reimbursed the cost of other types of lodging when there are no conventional lodging facilities in the area (e.g., in remote areas) or when conventional facilities are in short supply because of an influx of attendees at a special event (e.g., World's Fair or international sporting event). Such lodging includes college dormitories or similar facilities or rooms not offered commercially but made available to the public by area residents in their homes."

5. Travel unpaid more than 30 days:

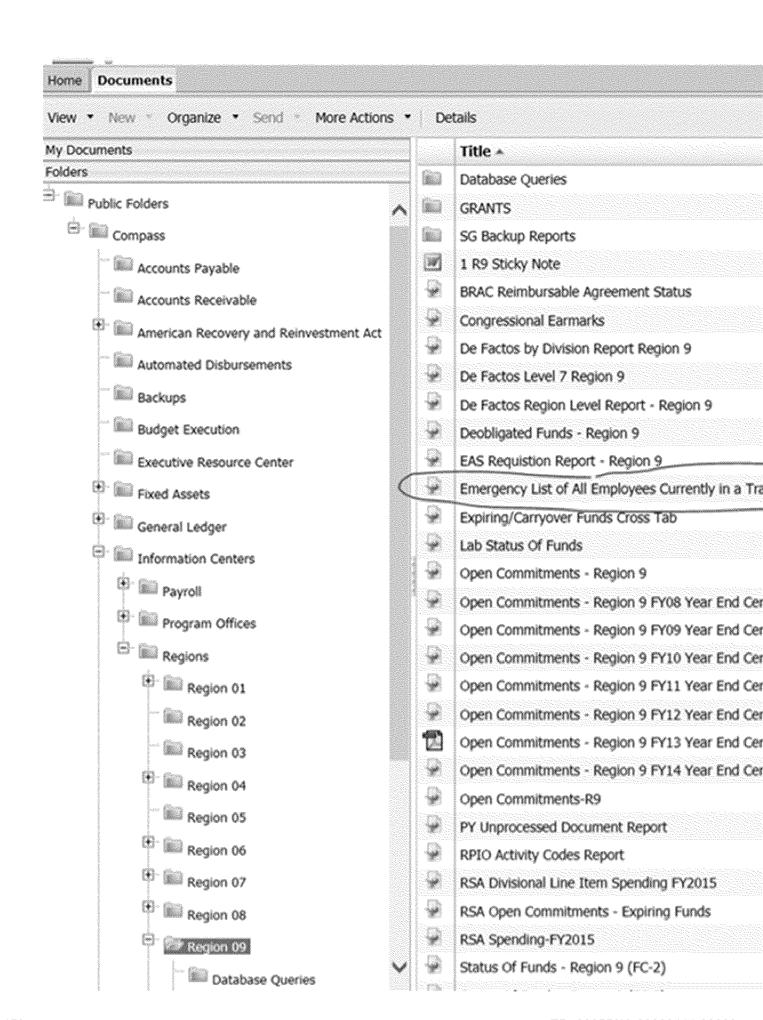
This is an update on a topic I think I've highlighted before. I have been watching this indicator for some months now, and it continues to be striking that Region 7 remains consistently at zero on this indicator when no one else is. Now, I don't mean to embarrass Region 7; they would be the first to tell you that they understand the challenges in other organizations, and would caution that while they are at zero now, it doesn't mean they'll never have an unpaid authorization beyond 30 days. But when I first noticed this trend I inquired of Region 7 what they had done, as it seemed unlikely to me that this was an accident. And it's not: the Region has specific procedures and approaches in place, developed through LEAN assessments, to promote this outcome.

I raise this again in the context of employee morale. Not getting paid for travel is not a

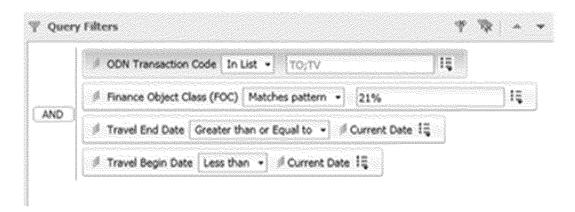
good thing. I realize that there can be many root causes, including people not submitting vouchers. But if we can improve our performance in this area, it will help us show how we are making a visible difference on something that hits people personally and immediately. I know many of you are already doing this, but I encourage you to reach out to Region 7 to learn more about what they did, and look at your own processes and see where improvements might be possible.

Stan

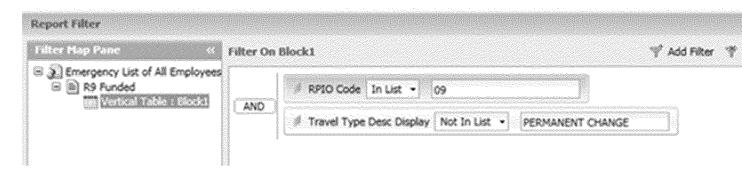
- 6. Overtime / Comp Time approval level
- 7. Executive Approval Framework Deputy Directors
- 8. CBOR Report Who is on travel and where are they?



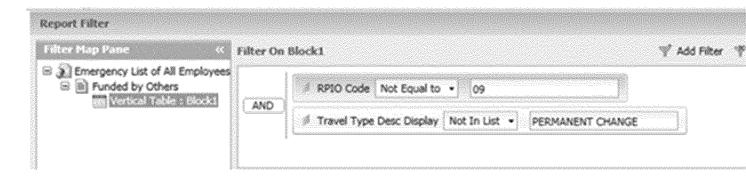
Report Query for the Employees Currently in a Travel Status: this report pulls all EPA employees currently in a travel status.



1st Tab of the Report: this tab filters on the travels funded by Region 9.



 $\underline{2}^{nd}$ Tab of the Report: this tab filters on the travels NOT funded by Region 9. There is a sort on Home State, which will help you identify the employees reside in Region 9 states.



<u>3rd Tab of the report:</u> this tab shows all employees in travel status.

